

FILED: Records
RETURN TO
RECORDS MANAGEMENT DIVISION

MEMORANDUM FOR THE RECORD

25 June 1954

SUBJECT: Records Management Program - ORR

STAT 1. On 14 June, [] ORR, called me to discuss their records management program. He wanted to know if I could give him an outline of those duties and responsibilities which should be included in an Area Records Officer's statement of functions. He also wanted to know about a position description for such a position. He indicated that he would contact me on or about 18 June to discuss this matter further.

2. On 25 June, after not hearing from [] I called him and suggested that it would be a good idea to continue the discussion of their records management program. This we did in his office today. I gave him an outline of the functions to be performed by an Area Records Officer. They were in accordance with the attached outline.

STAT 3. [] proposes to change the organizational location of the present position for records management and attach it to the Office of the Director and under the administrative direction of [] This would improve the general administration of the program because the position is now included in one of the operating Divisions.

STAT 4. I also discussed with [] the idea of this office assisting them in the development of a records inventory, records control schedule and disposal authority for their records. He was in complete agreement. I proposed that we render this assistance beginning about 1 August. This was agreeable to him too, and, unless we hear from him to the contrary, we will proceed as outlined above.

